

Agency Registration Guide



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For questions, please contact Emilyn Bell: ebell@unitedwaylane.org | 541-357-5807

Days of Caring Overview

Our Community. Your Mission. United.

For over 30 years, United Way of Lane County has mobilized hundreds of volunteers for our annual Days of Caring, connecting volunteers with incredible organizations and projects across Lane County. Organizations benefit from hard-working volunteers, and volunteers enjoy coming together to make a tangible impact in their community.

This year, Days of Caring will take place from September 26-28, 2024. We invite organizations to host on-site projects (indoors or outdoors), as well as virtual and remote opportunities. Your organization can host as many projects across the three days as you like. This guide is designed to help you plan and submit your Days of Caring project(s).

Key Dates

July 15- August 11	Agency Project Registration
August 13 -18	Projects Viewable on volunteeruwlane.org/doc
August 19- September 15	Volunteer Registration
September 26-28	Days of Caring!



How to Register your Project

Your agency must be a registered partner with United Way of Lane County on our volunteer website. Follow the directions below to register your organization.

Become a Registered Partner

Not sure if your organization is registered? Are you registered but don't have login credentials? Email Emilyn at ebell@unitedwaylane.org to check!

To register your organization on United Way's website:

- Head to the [registration page](#) and submit your information.
- Fill out the required MOU and email it to Emilyn at ebell@unitedwaylane.org.
- Once approved (please allow 2-4 business days), continue on to Create Your Project.

Create Your Project

Login to your partner portal account at volunteeruwlane.org (top right corner)

- Once logged into your partner portal, choose **Volunteer Opportunities** from the left side menu
- Select **Create Volunteer Opportunity** from the top right corner (you will do this process for each project you want to register if you choose to have multiple.
- Select **Date & Time Specific** as the schedule type, and **Sign up** as the Registration Type.
- Fill in the details and description for your project- what will the volunteers be doing, why is it important?
 - *Tip: make your description interesting and/or fun! Feel free to even add a photo!*
 - ***Important- we're working to make Days of Caring more accessible to more audiences, including Spanish-speakers. **Please indicate in the description if/how your opportunity could be accessible to Spanish speakers** (i.e. we can have a bilingual staff member on site to help interpret as needed; we will provide kit-building instructions in Spanish as needed, etc.)*
- Your "Opportunity Coordinator" will be the contact for volunteers.
- Maximum Attendance- how many volunteers can you accept? Make sure this is a reasonable number, and remember other organizations need volunteers as well!
- Please select '**Days of Caring 2024**' as the Volunteer Event.

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- Please select 'no' for the question "Does this occur on a regular schedule?" as this is a one-day event (even if you have multiple projects).
 - Make sure your project has 9/26, 9/27, or 9/28 as the date. Choose your start and end time.
 - If you will have the **same project** available, but multiple 'shifts' at another time or on different days, select 'Create Additional Occurrences'.

- Add the date and time for your new occurrences, and repeat for as many occurrences as you need.
- Select **Create** when you are done.
- Repeat the process for any other projects.

Next Steps

- Once you click “Create”, projects are submitted for approval. They will be reviewed by UWLC within a few days, but they will not be approved and published on the website until volunteer registration opens on August 19.
- Plan preparatory work in advance, such as gathering materials, organizing staff, and obtaining permits.
- When volunteers sign up, you'll receive an email connecting you with the volunteer group contact. Reach out to volunteers with details and instructions whenever you like, but no later than the week before your Days of Caring project (by September 19-21) .
- Stay excited and watch for communication from United Way of Lane County.



FAQs

About

What is United Way's role in Days of Caring? Days of Caring is a United Way event. We recruit nonprofit agencies and volunteers to participate, handle event logistics, manage media and press releases, oversee volunteer release forms, assist with event check-ins, highlight partnerships, and send thank-you notes after the event.

Is my agency a good fit for Days of Caring? Does your agency need volunteers and have the capacity to lead them in a project? If yes, then United Way's Days of Caring is for you! Past projects have ranged from painting murals, building kits and planting gardens to washing windows and data entry.

What about Safety and Liability? All volunteers must sign a United Way volunteer release form. In case of serious injury, call 911 immediately, then alert a family member or friend and notify United Way. You may also have volunteers sign your agency's release form upon arrival.

Who do I contact if I have questions? If you have any questions about registering a project, or project details, as well as any Days of Caring information please contact United Way's Volunteer Engagement Coordinator, Emilyn Bell, at ebell@unitedwaylane.org or 541-357-5807.

Projects

Types of Projects:

- **Virtual Projects:** Tasks volunteers can do remotely, such as online chats or calls with homebound seniors, research, designing newsletters or marketing materials.
- **Do It Yourself (DIY) Projects:** Tasks volunteers can complete at home or their workplace. Volunteers may collect supplies from you or use their own resources. Examples include assembling kits, writing thank-you notes, stuffing envelopes, scanning/archiving materials.
- **In-Person Volunteer Projects:** On-site tasks at your agency. Examples include sorting food at pantries, exterior beautification, gardening, and painting.

Do I need a project for all three days? No, you can choose the best day(s) for your agency. You can host a single project on one of the three days or several projects on Thursday, Friday, and/or Saturday. Multiple time slots on any/all days are also an option.

How does project submission and volunteer sign-up work? Submit your project by August 4. Late submissions will not be accepted. See pages 5-6 for submission instructions. Submitted projects will

be posted online for community volunteers to register from August 14 through September 10.

How many projects can my agency submit? There is no limit, but we recommend combining small projects to attract larger volunteer groups.

Who provides the tools and equipment? The agency is responsible for supplying all necessary materials, unless you propose a DIY project where volunteers provide supplies. Be specific about expectations.

How long should projects be? We suggest short shifts (4 hours or less) to ensure safety and health. You can have multiple shifts for the same project. Consider safety requirements, including restroom access.

How can I attract volunteers? Write concise, compelling project descriptions. Make volunteers get excited about what they are doing and how it will make an impact. Be sure to include any special skills required.

Volunteers

Who are the Days of Caring Volunteers? Volunteers can be individuals, groups of family and friends, and workplaces volunteering together. Days of Caring tends to attract quite a few workplaces, so often folks will want to volunteer as a group.

How many volunteers will my agency receive? There is no set minimum of volunteers you will receive, and volunteers are not completely guaranteed. United Way will do its best to recruit for all agencies, but we cannot guarantee volunteers will sign up for every project. You'll set the maximum number of volunteers during registration. Volunteer sign-up runs from August 19th to September 15th. We'll confirm your volunteer numbers after registration closes.

How do I know my volunteers will show up? To avoid no-shows, we require names and contact information for all volunteers. Any unconfirmed (not attached to a name and email) slots by September 9 will be re-released. If your project isn't fully filled, you can decide whether to proceed with fewer volunteers or cancel the project.

Thank you for considering Days of Caring- we look forward to partnering with you!

-UWLC team